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| **Job Title** | **Job Description** Nursery Assistant – Level 2 |
| **Grade**  | Grade 3 - £16.909-£17.175 |
| **Responsible to:**  | Nursery Manager |
| **Working weeks:** | 38 weeks |

**Core Purpose**:

To work as a member of Lavender Farm Nursery to ensure that a balanced programme of childcare provision which meets local needs.

**Main Activities**

* To plan and provide a caring and simulating environment that is appropriate for individual children.
* To assist with all aspects of organising and supervising children in nursery.
* To keep adequate records and ensuring policies and procedures in accordance with OFSTED.
* To ensure all equipment and materials positively reflect diversity and provide for the overall development and care of the children.
* To develop strong partnerships with parents/carers and recognise the importance of involving parents/ carers in all aspects of their work.
* Support the development and implementation of operational planning and programmes of activities age and developmentally appropriate
* To work as part of the nursery team, in maintaining clear communications systems are implemented to support the care, development and learning environment.
* To plan and prepare exciting play opportunities that meet the children’s developmental needs and stimulates their learning.
* To observe and assess children’s development and accurate records of their achievement.

Other

* Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
* Contribute to the overall ethos/work/aims of the Trust.
* Participate in training, other learning activities and performance development as required.
* Attend and participate in meetings as required.
* Any other duties commensurate with the duties/responsibilities/grade of the post
* All staff within the Nursery will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Lifelong Learning. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate trades unions.

**Legal** **and Statutory Requirements**

* The Nursery Assistant’ professional duties must be carried out in accordance with the following:
* The Stour Vale Academy Trust scheme of delegation
* The provisions of all applicable legislation
* Keeping Children Safe in Education (KCSIE)

It is the responsibility of each employee to carry out their duties in line with Stour vale academy trust policies on equality (please refer to the Policy Statement), harassment, racial equality and the CRE action plan, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with these policies and the CRE standards.

Duties may vary according to the organisational structure within the nursery. The structure may include additional posts that are focused on either delivering or supporting the delivery of one or more of the responsibilities outlined above.

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.